

**Department of Health
Office of Shellfish Programs
Policy and Procedure**

Title:	After Hour Responses to Pollution Events and Disease Outbreaks	Number:	012
References:			
Contact:	Bob Woolrich		
Effective Date:	03/11/98		
Supersedes:	#012 dated 05/16/97		
Approved:	Jennifer Tebaldi, Director, Office of Shellfish Programs		

Policy Statement:

The Office of Shellfish Programs will respond to contamination events in shellfish growing areas and illness reports at any time of the day, seven days a week.

Procedure:

1. At least one staff member will carry a pager to provide coverage on weeknights and weekends. Home phone numbers for all the pager carriers are listed at the end of this document.
2. The Shellfish Office pager number is given on our 24-hour voice mail message at our general number of 236-3330. Other DOH offices, including the Office of Epidemiology, have our pager number. Our pager number is also listed on the Department of Ecology Spill Response sheets. Callers are instructed to call our pager number at 786-4183, leave their phone number, then hang up. Their number is displayed on our pager and is the first number that the carrier is to call. Do not turn off the pager when a number is displayed, since this will erase the number. Return the call using our Sprint card if the call is long distance.
3. Responsibilities of the pager carrier:
 - a) Make sure the pager is working and check the unit for a low battery signal.
 - b) Stay within range when carrying the pager. Generally, the range is Hwy 101 west to Aberdeen, and the I-5 corridor (Blaine to Portland) up to the foothills of the Cascades.
 - c) Keep the pager on during all hours, even during work hours, so that you do not have to remember to turn the pager on. The carrier must be able to receive calls and respond at all hours, seven days a week. Pager calls should be returned ASAP. However, it may not be necessary for you to make calls to the affected parties until the next morning in non-emergency situations.

- d) Document all calls that you receive and all responses that you make. If you are notified of a problem in a growing area, and you are unfamiliar with that area, ask any growers you call if there are any current harvesters in the affected area.
- e) On Saturday and Sunday and holiday mornings, you must:
 - i) Check our office number (236-3330) to see if any rainfall or spill messages were left. The best time is mid-morning. (To access the PBX system, dial 236-4444 and follow the voice instructions.) The password is PASSWORD.
 - ii) Phone the rain gauge stations listed on the "Summary of Response Procedures," obtain the previous 24-hour rainfall, and record the rainfall amounts. Rain gauges need not be called during dry weather.
 - iii) If the recorded rainfall exceeds the conditional rainfall standard for any area, call all the parties listed in the "Summary of Response Procedures" and let them know the area is closed and when it will reopen. On the next business day, record the closures on the bulletin board and in the "yellow book," and notify all staff via e-mail of the closures.
- f) If there is a **spill**, try to find out the specifics and call Bill Cleland. If Bill can't be reached, leave a message for Bill and try to call other pager carriers for assistance (see list below). If needed, notify the affected growers, tribes and agencies. If the growing area is not listed in the "Summary of Response Procedures," Frank Cox should be able to help identify the growers in the area.
- g) If there is a **sewage discharge**, an upset at a sewage treatment plant, or a combined sewage overflow reported, make sure you record the specific problem, the amount of sewage discharged and the time of the problem. Immediately call Frank Meriwether. If Frank can't be reached, leave a message. On the next business day you should fill out an STP malfunction report.
 - i) For Conditionally Approved areas affected by sewage discharges, review the "Summary of Response Procedures" and notify the parties affected.
 - ii) In other areas, try to determine if the event is near a shellfish growing area and if closure and notification are required. Help can be obtained by reviewing growing area maps and tide tables, and by calling other pager carriers (see list below).
 - iii) As soon as possible, let Wayne and Michael know of any closures so that they can be aware of recreational or tribal concerns and follow up on those issues.
- h) In case we are notified of an **illness outbreak**, call Jennifer immediately at (253) 984-9323 (home), (360) 971-5095 (pager) or (425) 434-7004 (winter cabin). DOH Epidemiology has our pager number. Their 24-hour number is 361-2914. If Jennifer is not available, call Ned Therien at 956-7425.

<u>Pager Carrier</u>	<u>Home Phone</u>
Bob Woolrich	456-8479
Frank Meriwether.....	491-1642
Bill Cleland	264-5319
Don Melvin	866-9648
Frank Cox.....	264-2176